



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

CRIMINAL INTELLIGENCE SPECIALIST I

\$2,877 - \$3,527

FRAUD DIVISION

SOUTHERN LA COUNTY

RESPONSIBILITIES: Under close supervision and within a regional office, incumbent directly supports the activities and responsibilities of the fusion center. In furtherance of those activities and as directed, Criminal Intelligence Specialists collect, analyze, and evaluate criminal intelligence information by selecting essential elements and correlating new information with existing information; provide information to assist in investigations; conduct computer research and internet research; conduct analytical research relating to criminal activity including link analyses; prepare reports, assessments, publications, correspondence, graphs, and charts relating to criminal activities.

Background check and fingerprinting required.

DESIRABLE QUALIFICATIONS:

- Excellent verbal and written communication skills
- Excellent research and analytical skills
- Ability to liaison with other law enforcement and prosecuting agencies at the local, state, and federal level
- Demonstrated skill in various Microsoft applications such as Microsoft Word, Excel, Access and Outlook
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independently perform assigned tasks timely and accurately
- Ability to maintain a courteous and professional demeanor and exercise tact, diplomacy and good judgment at all times

WHO MAY APPLY: Applications will be accepted from current State employees at the Criminal Intelligence Specialist I level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "CRIMINAL INTELLIGENCE SPECIALIST I, PSN # 413-386-8443-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3310 or email eva.crew@insurance.ca.gov

09/20/13 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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FINAL FILING DATE: **October 4, 2013 by 5 p.m., Close of Business**

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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